

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

G 604

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RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY

DEPT. OF UTILITIES

ADMIN/FINANCE BUREAU

ADMIN. DIVISION-

TRAINING OFFICE

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>ADMIN/FINANCE...Admin(Training Office)</p> <p><u>APPRENTICESHIP FILES</u></p> <p>(A) <u>"MERLIN"</u> Computerized listing of apprentices who are or have been registered with the U.S.Department of Labor's Apprenticeship program and related information. Contains files from 1983 to present.</p> <p>(B) <u>PERSONAL FILES - APPRENTICESHIP</u> Personal records of apprentices registered with the State Apprenticeship program.</p>	<p>RECOMMENDATION: RETAIN TWO YEARS AFTER TERMINATION FROM PROGRAM, THEN DESTROY.</p> <p>RECOMMENDATION: RETAIN TWO YEARS AFTER TERMINATION FROM PROGRAM, THEN DESTROY.</p>
2	<p><u>PURCHASING/FINANCE</u> Copies of Purchasing Documents, requisitions, etc., and invoices processed for payment. Purpose is to be able to easily access back up information when problems arise with ordering of supplies and materials and equipment or in the payment of invoices to check authorization for payment has been processed. Also used for back up supporting documentation for budgetary matters.</p>	<p>RECOMMENDATION: RETAIN CURRENT FISCAL YEAR AND ONE PRIOR FISCAL YEAR, THEN DESTROY, UNLESS INCOMPLETE.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

9-22-87
Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
3.	<p><u>TRAINING PROGRAMS</u> Files on training programs offered by the training office. Included in these files are course descriptions, attendance rosters, cost analyses, agreements, evaluations, etc. Contains files from 1983 to present.</p>	RECOMMENDATION: RETAIN THREE YEARS, THEN DESTROY.
4.	<p><u>PERSONNEL TRAINING RECORDS</u></p> <p>A. <u>"HOME"</u> Personal information on employees for registration purposes. Contains files from 1985 to present.</p> <p>B. <u>MASTER TRAINING FILE</u> Training Program Data on all Department personnel. Ongoing file to present time.</p>	<p>RECOMMENDATION: ONGOING. DELETE INDIVIDUAL RECORDS UPON TERMINATION OF EMPLOYMENT.</p> <p>RECOMMENDATION: ONGOING. INDIVIDUAL RECORDS DELETED TWO YEARS FROM TERMINATION OF EMPLOYMENT.</p>